

EIGHTH ARMY REGULATION 672-4

DECORATIONS, AWARDS, AND HONORS (672)

Eighth United States Army Helping Hand Award Program

24 November 1999

UNCLASSIFIED

EUSA Regulation
No. 672-4

24 November 1999

(Effective: 1 December 1999)
Decorations, Awards, and Honors

EIGHTH UNITED STATES ARMY HELPING HAND AWARD PROGRAM

SUPPLEMENTATION. Supplementation of this regulation and issuance of command and local forms are prohibited without prior approval of HQ EUSA, ATTN: EAGA-MWR, Unit #15236, APO AP 96205-0009.

INTERNAL CONTROL PROVISIONS. This regulation does not contain management control procedures.

1. PURPOSE. This regulation provides information and administrative instructions for the Eighth United States Army (EUSA) Helping Hand Award Program.

2. APPLICABILITY. This regulation applies to all command elements of EUSA, to include assigned, attached and tenant units.

3. REFERENCE: Required form. EUSA Form 911 (Helping Hand Award).

4. EXPLANATION OF ABBREVIATIONS AND TERMS.

a. Abbreviations.

- | | |
|----------|---------------------------|
| (1) CG | Commanding General |
| (2) EUSA | Eighth United States Army |
| (3) MSC | Major Subordinate Command |

b. Helping Hand Award Program. An award program designed to recognize volunteers (military, civilians, and family members) who have distinguished themselves by outstanding volunteer service to EUSA and its installation communities.

5. RESPONSIBILITIES.

a. Commanders of EUSA MSCs/staff or agency heads will--

(1) Establish procedures to govern the nomination of volunteers from within their Major Subordinate Command (MSC)/staff.

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(2) Nominate volunteers for the Helping Hand Award and forward nominations through their chain of command.

(3) Consider recommending/awarding other types of recognition/awards to individual volunteers who do not meet the criteria for the Helping Hand Award.

b. The Chief of the Family Programs Branch, Morale, Welfare and Recreation (MWR) Division, EUSA, Assistant Chief of Staff, G1, is responsible for program administration and will--

(1) Advise and assist nominating officials with administrative requirements.

(2) Review award nominations.

(3) Prepare the Helping Hand Award (EUSA Form 911) utilizing the proposed citation attached to the nomination as a guide.

(4) Staff the nomination and award certificate to the Commanding General, EUSA, for approval.

(a) If approved, return the award elements to the originator for presentation.

(b) If disapproved, advise and return the disapproved nomination to the originator.

6. POLICY.

a. The Helping Hand Award is reserved for those volunteers who go beyond the call of duty serving in activities which directly impact the community.

b. All EUSA military, civilians and family members are eligible. All eligible volunteers will have equal eligibility without consideration of a member's rank or position.

c. Quotas will not be established.

d. The Helping Hand Award is not part of the Department of the Army awards program and should not compete with other established awards. It will not be used in lieu of awards for commendation, meritorious service, achievement, or as an interim award awaiting a Department of the Army award.

e. The Helping Hand Award will be presented at an appropriate ceremony commensurate with the level of this award.

7. AWARD CRITERIA. An eligible volunteer is any person who has distinguished himself/herself by providing exceptionally meritorious volunteer service to EUSA and its installation communities.

8. PROCEDURES.

a. Anyone may nominate an eligible volunteer. However, each nomination must be personally endorsed by the MSC commander/staff or agency head that reports directly to HQ, EUSA, prior to

being accepted for processing by the Chief of the Family Programs Branch, MWR, G1, EUSA. Nominations will be in memorandum format (an example is at appendix A). Nomination memorandums will include the following information:

(1) The volunteer's service dates.

(2) The number of hours the volunteer contributed.

(3) Specific meritorious service provided by the volunteer. Information provided should be in sufficient detail to indicate that the volunteer's service has exceeded the normal scope of volunteerism and has impacted EUSA and/or its subordinate installation communities.

(4) If known, include the date, time, place the award is to be presented, and the name of the presenter.

b. A proposed citation will be attached as an enclosure to the nomination (an example is at appendix B). The proposed citation will not exceed 10 typewritten, double-spaced lines nor will acronyms or abbreviations be used. The proposed citation will also contain--

(1) The volunteer's full name.

(2) The dates of service being recognized.

(3) A summary of the volunteer's accomplishments or contributions.

c. Nominations will be submitted to the Chief of the Family Programs Branch, MWR, G1, EUSA at least 30 days prior to the desired date of presentation.

d. The originating MSC, staff, or agency is responsible for providing a frame for the award certificate should the nomination be approved.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EAGA-MWR, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:



JOHN A. HALL
Assistant Adjutant General

OFFICIAL:
JAMES R. MYLES
Colonel, GS
Chief of Staff

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3 Appendixes

- A. Sample Nomination
- B. Sample Proposed Citation
- C. Sample Proposed Certificate

DISTRIBUTION:

A (EUSA 1 cy each)

SPECIAL DISTRIBUTION:

30 - PPCK

8 - EAIM-R-PM (Editing)

APPENDIX A
SAMPLE NOMINATION

(Appropriate Letterhead)

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM THRU MSC Commander/Staff or Agency Head

FOR Chief of Family Programs Branch, Assistant Chief of Staff, G1, Morale, Welfare and
Recreation Division, Unit #15236, APO AP 96205-0009

SUBJECT: Nomination for the EUSA Helping Hand Award

1. **(Name: First, MI, Last)** is nominated for the EUSA Helping Hand Award.
2. **(Mr. or Ms. Name)** deserves this award because of the outstanding volunteer service he/she has contributed to EUSA and its installation communities during the period _____ through _____.
3. The noteworthy accomplishments/contributions of this volunteer that have significantly impacted EUSA and its installation communities include: **(Use as many subparagraphs as needed to outline the scope of the individual's volunteer efforts.)**
 - a.
 - b.
4. Proposed citation is enclosed.
5. His/her outstanding performance, integrity, and personal conduct have won him/her the respect of each organization for which he/she has volunteered. Individual points of contact and telephone numbers for the organizations depicted in paragraph 4 are depicted below.
 - a.
 - b.

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OFFICE SYMBOL

SUBJECT: Nomination for the EUSA Helping Hand Award

6. If approved, the award will be presented (provide this information, if known):

a. Date/time:

b. Location of ceremony:

c. Presenter:

7. Point of contact for this nomination is **(name of nominator and telephone number)**.

Encl

SIGNATURE BLOCK

APPENDIX B

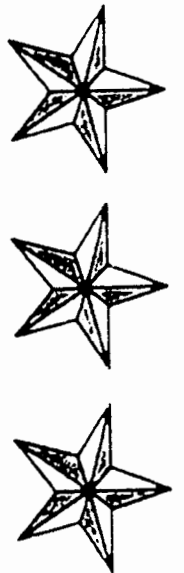
SAMPLE PROPOSED CITATION

THE EUSA HELPING HAND AWARD
IS HEREBY PRESENTED TO
(FULL NAME)
FOR OUTSTANDING VOLUNTEER SERVICE

For the period _____ to _____. Mr./Mrs. _____

was instrumental in organizing a consolidated family seminar that assisted soldiers and family members in establishing a support network for _____. As President of the Officer/Enlisted Wives' Club, he/she coordinated events that raised over _____ dollars which were distributed to various agencies, scholarship funds, and others. Mr./Mrs.

_____ willingly gave his/her time and talents to ensure the success of the installation's various family support programs. His/Her efforts have had a direct impact on the quality of life for soldiers and family members, and reflect significant credit upon him/her, his/her community, and the entire Eighth United States Army.



**EIGHTH UNITED STATES ARMY
HELPING HAND AWARD
IS PRESENTED TO**

FOR OUTSTANDING VOLUNTEER SERVICE TO EIGHTH UNITED STATES ARMY

S A M P L E

GIVEN ON THIS DAY OF

COMMAND SERGEANT MAJOR

**LIEUTENANT GENERAL, USA
COMMANDING**